



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

TO: Approved Educational Programs for Very Young Children

FROM: Michele Palermo,
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DATE: July 27, 2009

SUBJECT: Procedures for Emergency Drills

Current Law:

Be advised that the emergency drill requirements RIGL 16-21-5, and 16-21-5, were changed during the 2007 legislative session. All public and private schools are now required to have fifteen drills, two of the fifteen must be lockdowns (see attachment) and two must be evacuations (see attachment).

RIGL 16-21-5, and 16-21-5, language maintains the accountability of the principal and/or head of each school to ensure that all drill procedures are followed. A \$500 fee for non-compliance is written into the law. Please make a dutiful commitment to practice these drills with your staff and students.

Documentation and Submission of Drill Reports:

This change is mandatory for the safety of all students and staff in all of our Rhode Island schools and the required reports (RIGL 16-21-5) will be monitored by your local municipality and submitted to the Fire Marshall's office and to RIDE. All public schools will submit their drill forms to the district superintendents' office and the superintendents' office will forward ONE package of all district reports to RIDE and one package of all drill reports to the Fire Marshalls office.

All non-public schools will submit drill reports to RIDE in their annual renewal packets.

New forms and guidance for logging drill information are enclosed and will soon be available on the RIDE website under school safety.

If you have any questions regarding the new safety and drill requirements or procedures pertaining to lockdown and evacuation, please contact michele.palermo@ride.ri.gov or 222-8941.

RHODE ISLAND DEPARTMENT OF EDUCATION
Procedures to Follow for Emergency Drills

Pursuant to the provisions of RIGL §16-21-4 and §16-21-5, it is a duty of the Department of Education to provide forms for reporting emergency drills performed by public and private educational

To comply with this statute; attached please find a copy of the Emergency Drill Code Report Form and protocols which are to be used for the current school year. The following information steps are listed to assist school administrators in complying with the aforementioned statute:

1. Eight (8) drills must be conducted during the months of September, October, and November. Schools not opening until October must conduct these drills during October and November.
2. Two (2) of the above eight (8) drills must be obstructed by means of which at least one (1) or more exits and stairways in the school building are blocked off or not used and must be conducted during September and October.
3. Seven (7) drills must be conducted during the months of December to June at the discretion of the school principal or person in charge of the school.
4. Two (2) of the aforementioned seven (7) drills must be obstructed as noted in step 2.
5. Two (2) of the remaining five (5) drills must be lockdowns and two (2) of the remaining five (5) drills must be evacuations.
6. The total number of drills to be held from September to June is fifteen (15).
7. In residence facilities and/or private schools there must be at least four (4) drills or rapid dismissals during the academic year for each school building or residence facility, at least two (2) of which must be held between the months of September through December inclusive. The remaining two (2) drills must be held between the months of January through June inclusive. At least one drill or rapid dismissal shall be obstructed so that at least some of more exits or stairways in the school building or dormitory are blocked off or not used.
8. To ensure proper completion of the enclosed form the responsibility is designated to the school principal or person in charge of the school.
9. Please be certain to fill out all identifying information of the attached/enclosed form. Record the results of each drill on the date the drill is held.
10. Upon completion of the fifteen (15) drills for the school year, the superintendent of all districts will collect drill reports from all schools within their district, review these drills for compliance, and forward the packet of all schools to the RI Department of Education, Shepard Building, 255 Westminster St. Providence, RI 02903-3400. This same process of collection review pertains to submission to the local fire department. All non-public schools will submit drill reports in their annual renewal packets.
11. Please note the following provision of the aforementioned state code:

Neglect by any principal or any person in charge of any public or private school or education institution to comply with the provisions of this section shall be a misdemeanor punishable by a fine of not exceeding five hundred dollars (\$500).

For those schools with less than 25 students, it is recommended that the above steps be followed as a means of instructing and training the pupils so that they may in a sudden emergency be able to leave the school building without confusion or panic.

EMERGENCY DRILL CODE

1. Every fire, lockdown and evacuation drill is to be regarded as real.
2. The only person to have any advance notice of fire drill is the one who sounds the alarm. For lockdown and evacuation drills the local authorities should have advance notice.
3. Drills shall take place at any time, whether the students are in classes, in assemblies, in passing corridors or in cafeterias (see attached protocols).
4. The signaling device must be heard in all parts of the building and shall be used only for emergencies.
5. All occupants must be evacuated from the building in a fire and evacuation drill.
6. A teacher or some other responsible adult shall be assigned to assist the handicapped who require assistance in evacuation.
7. During a fire or evacuation drill only, a teacher or some other responsible adult must check restrooms, cloakrooms, and all other rooms and areas where children congregate, to make sure all of the students have vacated the building.
 - a. During a lockdown drill checking these areas is not advised.
8. Students must not be permitted to go to lockers for personal items during a fire or evacuation drill.
 - a. In the case of an evacuation for bomb threat, students should take any type of tote bag they have with them in classroom at the time of the drill.
9. With the exception of a lockdown drill, teachers must leave the building with their classes.
10. For all drills the teacher should have with him/her, upon fire or evacuation drill, the class register or a roster of students and the absentee list to ensure accurate accounting of student whereabouts.
11. In the case of a fire or evacuation drill, it shall be the responsibility of the teacher to make sure that all of the children have left their room and that the door of the room is closed.
 - a. During a lockdown drill, teachers must make sure that the classroom door is closed and locked and the children are moved to a safe area within the classroom.
12. There shall be no talking during any drill.
13. Students must not run during a drill but must move quickly and orderly.
14. Members of the custodial staff must report to pre-designated locations and assist in drill procedures.
15. In the case of a fire or evacuation drill, students must be led to a predetermined and safe area far enough away from the building and out of the path of emergency vehicles and equipment.
16. There shall be a written evacuation plan for each school. The plan shall include specific provisions for evacuating the handicapped. The plan shall be reviewed and approved annually by the local fire marshal as part of the annual fire inspection of the school.
17. There shall be a written procedure for a lockdown for each school. The plan shall include specific provision for protecting all students including the handicapped. The plan shall be reviewed and approved annually by local authorities.
18. Each occupied area shall have a predetermined evacuation route. This route should lead to the nearest available exit. At least one alternative route shall be established for each occupied area. These routes and other related instructions shall be clearly posted near the exit door of each room so that an occupant of the room may know the correct plan of evacuation.
19. All staff and students shall be informed of the school's evacuation plan and lockdown procedures.

For further information on conducting emergency drills, click on the Response section of School Emergency Planning manual found on the Thrive website at: <http://www.thriveri.org/emergency>. For specific information on lockdown and evacuation drills contact george.mcdonough@ride.ri.gov

Revised 08/08/2007

Protocols for Six Universal Emergency Procedures (attachment A)

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| <p>1. <u>Evacuation</u> (For use when conditions outside are safer than inside)</p> <p>When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> ▪ Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous) ▪ Take roll book for student accounting ▪ Assist those needing special assistance ▪ Do not stop for student/staff belongings ▪ Go to designated Assembly Area ▪ Check for injuries ▪ Take attendance; report according to Student Accounting and Release procedures ▪ Wait for further instructions | <p>2. <u>Reverse Evacuation</u> (For use when conditions inside are safer than outside)</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> ▪ Move students and staff inside as quickly as possible ▪ Assist those needing special assistance ▪ Report to classroom ▪ Check for injuries ▪ Take attendance; report according to Student Accounting and Release procedures ▪ Wait for further instructions |
| <p>3. <u>Severe Weather Safe Area</u> (For use in severe weather emergencies)</p> <p>When announcement is made or alarm sounded:</p> <ul style="list-style-type: none"> ▪ Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous) ▪ Occupants of portable classrooms shall move to the main building to designated safe areas ▪ Take roll book for student accounting ▪ Take attendance; report according to Student Accounting and Release procedures ▪ Assist those needing special assistance ▪ Do not stop for student/staff belongings ▪ Close all doors ▪ Remain in safe area until the "all clear" is given ▪ Wait for further instructions | <p>4. <u>Shelter in Place</u> (For use when evacuation is not possible)</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> ▪ Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location ▪ Assist those needing special assistance ▪ Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release) ▪ Take attendance; report according to Student Accounting and Release procedures ▪ Do not allow anyone to leave the classroom ▪ Stay away from all doors and windows ▪ Wait for further instructions |
| <p>5. <u>Lockdown</u> (For use to protect building occupants from potential dangers in the building)</p> <p>When the announcement is made:</p> <ul style="list-style-type: none"> ▪ Students are to be cleared from the halls immediately and to report to nearest available classroom ▪ Assist those needing special assistance ▪ Close and lock all windows and doors and do not leave for any reason ▪ Cover all room and door windows ▪ Then stay away from all doors and windows and move students to interior walls and drop ▪ Shut off lights ▪ BE QUIET! ▪ Wait for further instructions | <p>6. <u>Drop, Cover and Hold</u> (For use in earthquake or other imminent danger to building or immediate surroundings)</p> <p>When the command "Drop" is made:</p> <ul style="list-style-type: none"> ▪ DROP – to the floor, take cover under a nearby desk or table and face away from the windows ▪ COVER - your eyes by leaning your face against your arms ▪ HOLD - on to the table or desk legs, and maintain present location/position ▪ Assist those needing special assistance ▪ Wait for further instructions |

Bomb Threats (attachment B)

Upon receiving a message that a bomb has been planted in school:

- Ask where the bomb is located, when bomb will go off, what materials are in bomb, who is calling, why caller is doing this.
- Listen closely to caller's voice and speech patterns and to noises in background.
- Notify principal or designee.
- Principal/designee orders evacuation of all persons inside school building(s).
- Principal/designee notifies police (call 911) and superintendent. Principal or superintendent must report incident to Fire Marshal.

Evacuation procedures:

- Principal warns students and staff. Do not mention "Bomb Threat." Use standard fire drill procedures.
- Students and staff must be evacuated to a safe distance (suggested distance at least 2000 feet) outside of school building(s). After consulting with superintendent, principal may move students to _____ (*primary relocation center*) if weather is inclement or building is damaged.
- Teachers take roll after being evacuated.
- No one may reenter building(s) until entire building(s) is declared safe by fire or police personnel.
- Principal notifies students and staff of termination of emergency. Resume normal operations.

Additional steps for our school/facility (if any):

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NAME OF SCHOOL

CITY OR TOWN

[illegible]